

REQUEST FOR PROPOSALS

Recreation Center Management Software

RFP # 49604



November 24, 2014

CITY OF DETROIT

FINANCE DEPARTMENT – PURCHASING DIVISION
REQUEST FOR PROPOSALS
Recreation Center Management Software

RFP NO. 49604

ADVERTISE DATE	November 26, 2014
QUESTION DEADLINE	December 5, 2014 5 Original Responses and One Electronic on USB Drive Attention: Lorraine White City of Detroit, Finance Department Purchasing Division E-mail: whitel@detroitmi.gov
PRE PROPOSAL CONFERENCE	None
PROPOSAL DUE DATE	December 12, 2014 On or before 10:00 A.M. EST Finance Department – Purchasing Division Suite 1008, Coleman A. Young Municipal Center Two Woodward Avenue Detroit, Michigan 48226 <i>Note: Due to increased security measures at the Coleman A. Young Municipal Center all persons entering the building are subject to search. Please allow <u>ample</u> time to pass through security and submit your sealed proposal in accordance with the proposal due date reference above.</i>
PUBLIC RECORDING	December 12, 2014 10:30 A.M. To be held in the Finance Department-Purchasing Division

Proposals must be in the actual possession of the Purchasing Division at the location indicated on, or prior to the exact date and time indicated above. Late proposals shall not be accepted.

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1. INTRODUCTION

The City of Detroit Police Department through the Finance Department Purchasing Division is seeking proposals from qualified and experienced firms that are able to provide Recreation Center Management Software.

- If a contract is awarded as a result of this RFP, **it will be a** contract which is negotiated with the awardee based on the model city **services contract**, a copy of which is attached, refer to Attachments¹. If any respondent requires modification (s) to the terms of the City's model services contract, a statement of such required modification shall be included as an exhibit with your sealed proposal. This Statement will be reviewed as part of the evaluation process and may have an effect on the scoring of the proposal.
- All respondents are required to submit clearance applications, affidavits and insurance documents with the response to the proposal. At the time Purchasing submits the supplier recommendation to City Council, approved clearances by the Income Tax and Revenue departments are required of the successful respondent.
- The City expressly reserves the right to modify, add, or delete, any item(s) from the proposal it deems necessary prior to the issuance of an award.
- The term of the contract will be for 2 years, with 3 One Year renewal options. Any renewal option exercised under this contract is effective only after the approval of the Detroit City Council.
- Funding Source information may be added or other Contract related information.

2. MINIMUM QUALIFICATIONS

Proposals will only be accepted from those firms demonstrating a minimum of five (5) years of experience providing the services requested in this RFP for projects of similar scope and size, and who's vehicle selections include new vehicles from varying manufacturers.

3. SCOPE OF WORK

This pricing proposal seeks to obtain Recreation center Software licensing/Subscription costs for a period of two (2) years and three One (1) year renewals for the City of Detroit.

¹ It shall be the responsibility of the Respondent to thoroughly review the provisions of this RFP and the Services Contract. After executing the contract, no consideration will be given to any claim of misunderstanding. Respondents must state in their submission any clauses to which they take exception in the RFP and in the attached Contract. This will be factored in to the evaluation decision. Respondents are encouraged to review the entire contract, including, but not limited to the Assignment, Compliance with Laws, Termination, Insurance, Subcontracting, Indemnity, Payment and Waivers provisions.

4. PRICE PROPOSAL

All proposals must respond with pricing in the following format(s):

Recreation Center Management Software Solutions

Buyer: Lorraine White 313-224-4261 whitel@detroitmi.gov
11/24/2014

Vendor

Name:

Contact:

Experience - 35 points	Available	Planned	Comments
Years in existence			
How long have you been producing Recreation Software solutions?			
How long have you provided hosted Software Solutions?			
Please provide 5 references of similar size or business need as the City of Detroit. Please provide any additional pages necessary.			
Please provide Financial disclosures for the past three years			
Solution - 40 Points			
Is solution cloud based?			
Will solution provide facility Scheduling?			
Will solution provide Membership Management and Membership card issuance?			
Will the solution provide the ability to create a mobile application?			
Will the solution provide the ability to send "Eblast" notifications regarding activities, events, etc. directly from the solution?			
Will solution provide Online Registration Tools?			
Will Solution support Point of Sale?			
Can solution provide Community Management tools?			
Can Solution provide Club Management Tools?			
Can the solution provide Class Management tools?			
Can the solution provide Child Care Management?			
Can the Solution provide League Management ?			
Will the solution provide Reporting Tools?			
Can we see samples of reports for Membership, Point of Sale, Facility Scheduling and Membership Management?			
Will we be able to pull these reports on a City Wide basis, as well as individual center management reports?			
Will we be able to track Fundraising efforts and results?			
Will we be able to track Equipment locker and rental management?			
Can any payment solution integrate with PayPal, credit card and echeck payment solutions?			
Implementation 25 Points			
Is there any software that would need to be loaded onto City computers?			
Is there any cost to "brand" the site with the City look and feel?			
Will this need to speak to any City Servers in order to pull reporting?			
How is training accomplished?			
What data would be necessary from the City in order to begin implementation?			
Are there any specific Server configurations that are not supported, either Hardware or Software?			
Can this be accessed and run across multiple platforms, i.e. mobile device, etc.?			
Can the City self host?			
Are there specific Hardware requirements for the City to self host?			
Are there specific Software requirements for the City to self host?			

5. BACKGROUND INFORMATION – PLEASE DETAILED THE FOLLOWING:

- System specifications for Hardware
- Included Maintenance
- System uptime guarantees
- Number of Users per license
- Proposal Pricing – Please provide the model on which your licensing/access is provided

6. VALUATION CRITERIA

a. PHASE ONE CRITERIA – NON-ECONOMIC DEVELOPMENT

Experience	35
Solution Capabilities	40
Implementation	20
Exceptional Proposal Features (Above and Beyond Minimums)	5

Maximum points for Phase I Criteria not to exceed sixty-five (65) points.

Equalization Points are not available in this Quotation

b. PHASE TWO CRITERIA – PRIME AGREEMENT OR ECONOMIC DEVELOPMENT

Detroit headquartered business

Detroit based business

Maximum points for Phase II criteria not to exceed fifteen (15) points.

c. PHASE THREE- CRITERIA ECONOMIC DEVELOPMENT & AGREEMENT PERFORMANCE OF PRIME AND SUBAGREEMENTOR (S)

Detroit headquartered business

Detroit based business

Maximum points for Phase III criteria not to exceed twenty (20) points

7. EVALUATION PROCEDURE

Following the receipt of the qualified firm, a City designated Evaluation Committee will evaluate each response. All PROPOSALS, which meet the required format of this RFP, will be evaluated. Any Proposals determined to be non-responsive to the specifications or other requirements of the RFP, including instructions governing submission and format, will be disqualified unless the City determines, in its sole discretion, that non-compliance is not substantial or that an alternative proposed by the Respondent is acceptable. The City may also at its discretion, request oral presentations, make site visits at Respondent's facility and may request a demonstration of Respondent's operations. If scheduled, a final determination will be made after the oral presentations and/or demonstrations are complete. All decisions reached by the Evaluation Committee will be by consensus.

8. PROPOSAL CONTENT REQUIREMENTS

To be considered responsive, each proposal must, at a minimum, present and/or respond to the following RFP sections in their entirety. All pages of the submission must be numbered, excluding exhibits, drawings and other supplemental information which may be added as Attachments. The instructions contained in this RFP must be strictly followed. Accuracy and completeness are essential.

a) Table of Contents

A table of contents must be provided with all RFP Submissions.

b) Signature Page (Form Attached)

c) Statement of Submission

In your Statement of Submission, please include, at a minimum, the following information and/or documentation:

- 1) A statement to the effect that your proposal is in response to this RFP;
- 2) A brief description of your firm, including the Federal Employer Identification Number, the age of the firm's business and the average number of employees during each of the last three (3) years
- 3) The location of the firm's principal place of business and, if different, the location of the place of performance of the contract;
- 4) A commitment to perform the requested work in accordance with the requirements outlined in this RFP; and
- 5) The name and contact information of the firm's partner and or manager(s) that will be in charge of this project.

d) Scope of Work

Proposals must respond to all sections outlined in Scope of Work section.

e) Pricing Proposal

Proposals must provide a Pricing Proposal and cost all vehicles as indicated.

f) Respondent Performance History

- 1) Identify in detail at least 3 similar projects by name, subject matter, location, services provided and the length of time services were provided on each (use attached reference form). Include a reference, description of specific services provided and dates during which the services were provided;
- 2) Identify vendor's key personnel working on the projects as identified above;
- 3) Identify any projects in which the vendor's contract was terminated for any reason;
- 4) Identify any claims or lawsuits that have been brought against your organization as a result of any services provided within the last five (5) years; and

g) Respondent Financial and Operational Stability

- 1) Provide copies of the vendor's financial statements (CPA Certified) for the previous three (3) years;
- 2) Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State (if Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable must be submitted for each entity comprising the joint venture.); and
- 3) Evidence of any licenses or registrations required to provide the services under this contract

9. Submittal Instructions and Other Key Information

- Submission Information
All responses are due back by 10:00 A.M. 12/12/14
- Five (5) hard copy and One (1) electronic copy in USB/Flash Drive format are required for submissions
- Question Deadline and Response Dates
Vendor Questions must be received by 2:00 P.M. 12/5/14

10. PROPOSAL DISCLAIMERS AND CONDITIONS

a. REJECTIONS, MODIFICATIONS, CANCELLATIONS

The City of Detroit expressly reserves the right to: 1) accept or reject, in whole or in part, any and all proposals received; 2) waive any non-conformity; 3) re-advertise for proposals; 4) withhold the award for any reason the City determines; 5) cancel and/or postpone the request for proposals, in part or in its entirety, and/or, 6) take any other appropriate action that is in the best interest of the City. This RFP does not commit the City of Detroit to award a contract, to pay any cost incurred in the preparation of a proposal under this request, or to procure or contract for services.

b. NEWS RELEASES AND OTHER COMMUNICATIONS

News releases pertaining to these Proposals specifications or the provisions to which they relate shall not be made without prior approval of the City and then only in coordination with the City.

Respondents are advised that no oral interpretation, information or instruction by an officer or employee of the City of Detroit shall be binding upon the City of Detroit.

c. CONFIDENTIALITY OF PROPOSALS

Proposals shall be opened with reasonable precautions to avoid disclosure of contents to competing offers during the process of evaluation. Once proposals have been publicly recorded they are subject to disclosure as per the requirements of the Michigan Freedom of Information Act.

*****UNSIGNED BIDS CANNOT BE CONSIDERED*****

ASSIGNMENT: A Contractor shall not assign any Purchase Order or Contract or any monies due therefrom without prior approval of the Purchasing Director, the Finance Director and in some cases the City Council. Contact the Purchasing Agent for proper procedure.

IN THE FURTHER DESCRIPTION OF THIS PROPOSAL, WE SUBMIT INFORMATION IDENTIFIED AS FOLLOWS:
BIDDING UNDER THE NAME OF: _____

(PRINT FULL LEGAL NAME)

(PURCHASE ORDER WILL BE ISSUED AND PAYMENT WILL BE MADE ONLY IN THE NAME ABOVE. ALL PAYMENTS ARE TO BE MAILED. VENDOR PICK-UP OF PAYMENT IS NOT ACCEPTABLE)

MAILING ADDRESS: _____

(ZIP CODE)

PAYMENT MAILING ADDRESS: _____

(IF DIFFERENT FROM ABOVE) _____

(ZIP CODE)

BUSINESS ADDRESS: _____

(CHECK ONE):

LEASE _____ RENT _____ OWN _____

(ZIP CODE)

FEDERAL EMPLOYER ID #: _____

CHECK ONE:

() CORPORATION, Incorporated Under The Laws Of The State Of _____

If Other Than Michigan Corporation, Licensed To Do Business In Michigan? _____ YES _____ NO

() PARTNERSHIP, Consisting of (List Partners)

() ASSUMED NAME (Register No.) _____

() INDIVIDUAL

IF NOT SIGNED BY OFFICER OF FIRM, THE PERSON SIGNING MUST HAVE AUTHORITY TO COMMIT THE FIRM CONTRACTUALLY TO THIS BID.

The authorized signature affirms that the proposal will remain firm for a period of one hundred twenty (120) days from its due date and thereafter until withdrawn, in writing, or a contract is executed, or the procurement is terminated by the City of Detroit, whichever occurs first.

E-MAIL _____

AUTHORIZED SIGNATURE:

DATE _____

SIGNED: _____

TELEPHONE NO. _____

PRINTED _____

FAX NO. _____

TITLE _____

CELL PHONE NUMBER _____

TITLE/POSITION _____

ALTERNATE COMPANY CONTACT

THIS FORM MUST BE FILLED IN ITS ENTIRETY. FAILURE TO COMPLETE FORM WILL BE CAUSE FOR REJECTION.

CITY OF DETROIT FINANCE DEPARTMENT PURCHASING DIVISION